

~~CONFIDENTIAL~~

EXPLANATION RE NEW TRAVEL REQUEST FORM

1. Self explanatory
2. Self explanatory
3. Self explanatory
4. Self explanatory
5. The following are a few examples of how this paragraph could be filled out:
 - a. 5 days TDY Washington, D. C.; 30 calendar days home leave; 30 days TDY Washington, D. C.; return to O/Station
 - b. 5 days TDY Washington, D. C.; 30 calendar days home leave; Washington, D. C. PCS
 - c. 30 calendar days home leave; 15 days TDY Washington, D. C.; return to O/Station
 - d. 5 days TDY Washington, D. C.; 20 days annual leave; Washington, D. C. PCS
 - e. Washington, D. C. PCS
6. Self explanatory
7. Unaccompanied baggage may be sent to the home leave point or TDY point as the case may be.

Household effects are only authorized to be shipped from PCS point to PCS point. Any deviation where extra expense is involved will be borne by the traveler. Reimbursement may not be claimed for later shipment to official station. It is also advisable to inform returnees to have household goods sent to a storage house, unpacked, and then sent to a street address. The charge for this is reimburseable and rather than have the crates or lift van placed on the street (which is just what happens) and the responsibility of unpacking and moving the furniture left up to the individual, it is more advantageous and practical to have the storage company do it.
8. List legal residence even if home leave is not going to be spent there.
9. Self explanatory

It should be noted that individuals returning on home leave must have accumulated 30 calendar days annual leave and have completed a minimum of 2 years service overseas.

Form to be submitted to Headquarters, in triplicate, 60 days in advance, to insure enough time for approval and return to the field for orders if applicable.

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